



## CERTIFICATE OF APPROPRIATENESS WORKSHEET

Please use this worksheet as a guide when filling out your Certificate of Appropriateness Application. If applications are not complete, they will not be reviewed by Planning Staff. If you have additional questions not answered by this worksheet, please contact the Planning Department.

### SECTION AND INSTRUCTIONS

COMPLETE

#### 1. APPLICANT INFORMATION

- Provide the full name, address, phone number, and email address for the applicant. ☐
- Indicate whether the applicant is the owner of the subject property, the contract purchaser, or the owner's designee. ☐

#### 2. SUBJECT PROPERTY INFORMATION

- Provide the property's address. ☐
- Indicate the property's applicable designation: Historic Landmark, Historic District, or Conservation District. ☐
- Provide the name and address of the property owner, if different from the applicant. ☐

#### 3. APPLICANT SIGNATURE

- By signing this application, you are certifying that you have read the application and have provided the necessary documentation as listed under the Application Checklist. ☐

#### 4. EXISTING CONDITIONS

- Describe the exterior features of the structure, building materials, construction method, and current condition of the structure in detail. ☐
- Attach drawings or photographs to illustrate the existing conditions. ☐

#### 5. PROPOSED WORK

- A. Describe and/or illustrate fully the proposed work to be done. Plans associated with building permit applications can be referenced. If approval of an addition or detached accessory building is requested, submit a site plan showing the measurements of the lot, the existing buildings and proposed changes and the front, back, and side yard setbacks. If approval of a demolition is being requested, submit a site plan of the property and the structure(s) to be demolished. ☐
- B. Describe how the proposed work will change, destroy, or affect any external feature of the structure or site. ☐
- C. Describe how the proposed work will affect the preservation, protection, perpetuation and economic use of the structure or district. ☐
- D. State any additional information that you feel the Historic Preservation Commission or the Planning Director should consider in issuing a Certificate of Appropriateness for the proposed work. ☐

#### 6. FINDINGS FOR CERTIFICATE OF APPROPRIATENESS

- A. Describe how the height of the proposed structure or additions or alterations shall be compatible with surrounding structures. ☐
- B. Describe how the proportion between the width and height of the proposed structure shall be compatible with nearby structures. ☐
- C. Describe how the proportions and relationships between doors and windows shall be compatible with existing structures. ☐
- D. Describe how the relationship of a structure to the open space between it and adjoining structures shall be compatible. ☐
- E. Describe how the design of the roof shall be compatible with adjoining structures. ☐
- F. Describe how appurtenances shall be sensitive to the individual structures, its occupants and their needs. ☐
- G. Describe how the scale of the structure shall be compatible with surrounding structures. ☐
- H. Describe how street facades shall blend with other structures with regard to directional expression. ☐
- I. Describe how architectural details and materials shall be incorporated as necessary to relate the new with the old and to preserve and enhance the inherent characteristics of that area. ☐

**Please fully review the application and make sure that any and all applicable documentation has been made and all supplemental materials are attached prior to submission to the City of Champaign Planning Department. Incomplete applications will not be processed.**